

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** SUPERVISOR COMMUNICATIONS

**Date:** 08/14/98

**Position Level:** 9

**FLSA Status:** Exempt

**Class Code:** 9-4

Unknown

Deleted: 1093

### GENERAL DESCRIPTION

This position's primary function is to oversee daily operations of the communication shop and employees; assign tasks, schedule work, order parts and supplies, assist and train technicians with repairs. Perform repairs and maintenance on County radios and radio systems.

### KEY RESPONSIBILITIES

1. Oversee radio shop activities. \*
2. Assign and explain task to technicians.
3. Order parts, supplies and schedule work.
4. Repair, maintain and build new County radio systems and radios. \*
5. Develop, design, build special projects used in County radio systems.
6. Training and assisting other technicians with new radios, systems or problems.
7. Travel throughout the County.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SUPV, COMMUNICATIONS	<b>Class Code:</b> 9-4	<b>Position Level:</b> 9
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required. FCC General Radiophone License an amateur radio license is preferred.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>Other:</i>	Florida Driver's License required.
<i>On Call Requirements:</i>	On call 24 hours, pending disaster.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

<b>Position Title:</b> SUPV, COMMUNICATIONS	<b>Class Code:</b> 1093	<b>Position Level:</b> 9
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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_